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Conference on the World Financial and Economic Crisis and Its Impact on Development

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Arrangements for the Conference on the World Financial and Economic Crisis and Its Impact on Development

United Nations Headquarters, 24 to 26 June 2009

Information for participants

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I. Introduction

1. The General Assembly, by its resolutions 63/239 and 63/277 and decision 63/556, decided to convene a Conference on the World Financial and Economic Crisis and Its Impact on Development at United Nations Headquarters in New York from 24 to 26 June 2009.

II. Schedules, list of speakers, statements, documentation and interpretation

Schedule

2. The Conference will be held according to the following schedule:

Date/time	*Programme*
Wednesday, 24 June	
10 a.m.-1 p.m.	Opening plenary meeting (General Assembly Hall)
3-6 p.m.	Plenary meeting (General Assembly Hall)
3-6 p.m.	Main Committee[1] (Trusteeship Council Chamber)
3-6 p.m.	**Round table 1**: Present and future impacts of the crisis on, inter alia, employment, trade, investment and development, including the achievement of the internationally agreed development goals and the Millennium Development Goals (Conference Room 4)
Thursday, 25 June	
10 a.m.-1 p.m.	Plenary meeting (General Assembly Hall)
10 a.m.-1 p.m.	Main Committee[1] (Trusteeship Council Chamber)
10 a.m.-1 p.m.	**Round table 2**: Coordinated and collaborative actions and appropriate measures to mitigate the impact of the crisis on development (Conference Room 4)
3-6 p.m.	Plenary meeting (General Assembly Hall)
3-6 p.m.	Main Committee[1] (Trusteeship Council Chamber)
3-6 p.m.	**Round table 3**: The role of the United Nations and its Member States in the ongoing international discussions on reforming and strengthening the international financial and economic system and architecture (Conference Room 4)

[1] As required, subject to the provisions of paragraph 21 of document A/63/825.

Date/time	*Programme*
Friday, 26 June	
10 a.m.-1 p.m.	Plenary meeting (General Assembly Hall)
10 a.m.-1 p.m.	Main Committee[1] (Trusteeship Council Chamber)
10 a.m.-1 p.m.	**Round table 4**: Contributions of the United Nations development system in response to the crisis (Conference Room 4)
3-6 p.m.	Closing plenary meeting (General Assembly Hall)

3. The opening plenary meeting will begin with the formal opening of the Conference by the Secretary-General followed by the election of the President. Opening statements will be made by the President of the Conference and the Secretary-General of the United Nations. The meeting will also consider all procedural and organizational matters, including the adoption of the rules of procedure and the agenda, the election of officers other than the President, the establishment of the Main Committee, the appointment of the members of the Credentials Committee and arrangements for the preparation of the report of the Conference.

4. The closing plenary meeting is expected to conclude with the adoption of the outcome document and of the report of the Conference.

5. Delegations wishing to participate in the plenary meetings are requested to inscribe with the General Assembly Affairs Branch (room S-2940B; tel: 212 963 5063; fax: 212 963 3783; or e-mail: heddachem@un.org).

Participation in the round tables

6. Each round table will be open to participation by representatives of all Member States; 21 representatives of observers, relevant entities of the United Nations system and other accredited intergovernmental organizations; 5 representatives of accredited civil society organizations; and 5 representatives of accredited business sector entities. Each representative may be accompanied by one adviser. The list of non-State participants in the round tables will be established on a first-come, first-served basis. The opening of inscription of non-State entities for participation in the round tables will be announced in the *Journal of the United Nations*.

7. Each round table will include an initial panel discussion comprising three or four high-level panellists and a moderator. The panel discussion will be followed by an interactive debate among Member States and other relevant stakeholders. No list of speakers will be established. Each oral intervention will be limited to three minutes, although this will not preclude the distribution of more extensive texts.

Statements, documentation and interpretation

8. A minimum of 30 copies of the text of statements to be delivered at the Conference should be submitted in advance to the Secretariat; failing this, delegations are urged to provide six copies for the interpreters before the speaker

takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For distribution of the texts of statements to the press, please see paragraph 63 below.

9. Given the security arrangements in place for the Conference, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 and 9.30 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the day that they are to be given.

10. Only official documents of the Conference that carry a Conference document symbol and texts of statements to be delivered in plenary meetings will be distributed in the General Assembly Hall.

11. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 54 of the rules of procedure of the Conference, the delegation in question must provide either an interpreter from the non-official language into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters' booths in the General Assembly Hall, must be made in advance through the Planning and Meetings Servicing Section (tel: 212 963 8114; fax: 212 963 7405; e-mail: emeetsm@un.org).

III. List of delegations

12. A list of delegations to the Conference will be available on the Protocol and Liaison Service website (www.un.int/protocol) starting on 22 June 2009. Permanent representatives and observers are kindly requested to submit a comprehensive list of the members of their delegation to the Conference, including the functional titles and affiliations of each member, to the Chief of Protocol (room S-0201A; fax: 212 963 1921) no later than 18 June 2009. In order to avoid confusion, any changes to the original list should be sent separately, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. A final comprehensive list of delegations to the Conference will be printed in August 2009.

13. In accordance with rule 1 of the provisional rules of procedure for the Conference, the delegation of each State participating in the Conference and that of

the European Community shall consist of a head of delegation and such other representatives, alternative representatives and advisers as may be required.

IV. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations, specialized agencies and associate members of regional commissions

Accreditation

14. Accreditation of official delegations and members of the parties of Heads of State and Government, Crown Princes and Princesses and Vice-Presidents will be carried out by the Protocol and Liaison Service. Permanent Missions are kindly requested to communicate the names, functional titles and affiliations of all the members of the respective delegations, together with a registration form (form SG.6/B(5-09), attached as annex I and available at www.un.int/protocol) duly filled out for each individual, to the Chief of Protocol (room S-0201A; fax: 212 963 1921). Accreditation of official delegations of observer missions, intergovernmental organizations, specialized agencies and associate members of regional commissions will similarly be carried out by the Protocol and Liaison Service using the same SG.6/B(5-09) form.

15. Once the lists of delegates, together with the completed SG.6/B(5-09) forms, are received at the Protocol and Liaison Service, they will be reviewed and authorized. To ensure the issuance of United Nations grounds passes in a timely manner:

(a) **Applications received in the office of the Protocol and Liaison Service before close of business on Wednesday, 17 June 2009** will be authorized and available for collection starting on Thursday, 18 June 2009, after 2 p.m.;

(b) **Applications received in the office of the Protocol and Liaison Service after close of business on Wednesday, 17 June 2009,** will be authorized and available for collection 48 hours (two working days) after submission.

Representatives of Permanent/Observer Missions, intergovernmental organizations, specialized agencies and associate members of regional commissions are requested to deliver the authorized applications to the delegates who should proceed to the Pass and Identification Unit for processing. If the name and the photograph of a delegate are already in the computer system of the Pass and Identification Office, his/her pass may be collected by a representative of the Permanent/Observer Mission in the absence of the delegate, upon presentation of the authorized application and a valid United Nations grounds pass. Otherwise, delegates who are in need of a grounds pass carrying a photograph are required to go with their SG.6/B(5-09) form to the Pass and Identification Office, at 45th Street and First Avenue, to have a photograph taken and a pass processed.

16. Heads of State and Government, Crown Princes and Princesses and Vice-Presidents and their spouses will be offered VIP passes without photographs. Cabinet ministers and spouses thereof will be provided with VIP passes with photographs. In order for a VIP pass to be issued, appropriate requests and two

colour passport-size photographs should be submitted in advance to the Protocol and Liaison Service.

17. **Delegations may e-mail digital photographs for VIP passes to chuaw@un.org, following the submission of a formal request to the office of the Protocol and Liaison Service by drop-off or by facsimile. Colour photographs must be in jpeg format only. All e-mail requests must contain in the subject line only the name of the Member State or Observer and no other information. Please attach photographs with names of the VIPs only and no other special requests. Accreditation requests other than VIP passes will not be entertained via e-mail.** As outlined above, other requests must be either dropped off or faxed to the office of the Protocol and Liaison Service (room S-0201, fax: 212 963 1921).

18. A separate list specifying the names of the members of the party of the Heads of State and Government, Crown Princes and Princesses and Vice-Presidents who require access to the United Nations — as well as their occupations (e.g., aide de camp, interpreter, physician) — must be submitted together with the SG.6/B(5-09) forms to the Protocol and Liaison Service. Passes for members of security details accompanying VIPs will be issued by the United Nations Security and Safety Service (tel: 212 963 7531) (see para. 34). Passes for media personnel will be handled by the Media Accreditation Unit (tel: 212 963 6934) (see sect. VII below).

19. The working hours of the Accreditation Unit in the Protocol and Liaison Service (tel: 212 963 7181) and the United Nations Pass and Identification Office (ground floor of the UNITAR Building, 45th Street and First Avenue; tel: 212 963 7533) in the days prior to the Conference will be posted on the Protocol website (http://www.un.int/protocol) and at the entry to each respective office.

Access to meeting rooms and restricted areas

20. During the Conference, from 24 to 26 June 2009, access to meeting rooms and restricted areas will be based on regular delegate grounds passes plus a secondary colour-coded access card. For that purpose, the Protocol and Liaison Service will proceed as follows:

(a) Each Permanent Mission, the Holy See, the Cook Islands, Niue, Palestine and the European Community will be issued six cards of one colour for access to the General Assembly Hall for the plenary meetings and two cards of a different colour for access to Conference Room 4 for the round tables;

(b) Each intergovernmental organization will be issued two colour-coded access cards and each specialized agency will be issued one colour-coded access card for access to the General Assembly Hall for the plenary meetings;

(c) Representatives of intergovernmental organizations and specialized agencies that have signed up to participate in the round tables will be issued two access cards for entry into Conference Room 4;

(d) Conference Room 1 will be open to other delegations wishing to observe the proceedings in the General Assembly Hall. Access cards will not be required and seats will be available on a first-come, first-served, basis.

21. Colour-coded access cards for the Conference may be collected from the office of the Protocol and Liaison Service (room S-0201P; tel: 212 963 7181) starting on 22 June 2009, from 10 a.m. to 2 p.m.

22. Seats will be reserved in a VIP area for spouses of the Heads of State and Government, Crown Princes and Princesses and Vice-Presidents and Cabinet ministers participating in the event, provided that the Chief of Protocol is notified in advance of their attendance at the meeting. In addition, during the plenary meetings, special protocol tickets for the General Assembly Hall will be issued to members of delegations, depending on availability, for up to 15 seats in VIP section A on the second floor, a few seats in a reserved area on the third floor and a few more seats in the balcony on the fourth floor. The seats in VIP section A will be allocated only for the duration of the address of the head of delegation at the plenary meeting. Written requests for such tickets for the General Assembly Hall, specifying the names and titles of all attendees (**including the spouse of the dignitary speaking**), should be submitted to the Chief of Protocol (room S-0201A; fax: 212 963 1921) at least one week in advance. Guests of delegations with tickets to sections A and B, the third and fourth floors in the General Assembly Hall, who are not in possession of a regular United Nations grounds pass must enter United Nations Headquarters via the Visitors Entrance and be escorted by a representative of the mission bearing a valid United Nations grounds pass. Special protocol tickets will be available for collection one day prior to the address by the head of delegation at the plenary meeting.

Social events

23. On the evening on Thursday, 25 June, the President of the General Assembly will host an official dinner in honour of Heads of State and Government and Heads of Delegation at the ministerial level and above attending the Conference, in the Delegates' Dining Room at 7.30 p.m. Invitations for the dinner will be issued in due course.

24. The President of the General Assembly will also host two working breakfasts, on 25 and 26 June, for Heads of State and Government from 8.30 a.m. to 10 a.m. Further details will be provided in due course.

V. Security arrangements

Procedures at United Nations Headquarters during the Conference

25. The United Nations will be closed to the public from 6 p.m. on Tuesday, 23 June and will reopen to the public on Saturday, 27 June 2009. During this event, regular guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors or guests to a location away from the Headquarters site. Outside messengers will be redirected to the UNITAR Building, where the information desk will be relocated. Moreover, all commercial deliveries for the United Nations loading dock (48th Street) will be restricted to the hours of 4 a.m.-6 a.m.

26. During the period of the Conference, individuals holding a grounds pass not bearing a photograph (with the exception of protocol courtesy passes and media temporary passes) will not be given access to the United Nations complex.

Access through the Delegates' Entrance

27. During this period of heightened security, the pedestrian entrance for delegates at 45th Street and First Avenue will be closed. Therefore, the south gate at

46th Street and First Avenue will be reserved for the use of high-level VIPs, permanent representatives and Senior United Nations officials bearing gold-coloured United Nations grounds passes to access the Delegates' Entrance.

Access to the United Nations Headquarters complex

28. Delegates, staff members, representatives of non-governmental organizations, affiliates, retirees and interns will use the 42nd Street and 46th Street entrances and, where applicable, will be directed to screening at the screening tent, the library tunnel or the Secretariat south entrance.

29. Members of the media who are not yet accredited will be required to go to the Pass and Identification Office, Media Accreditation Office, located at 45th Street and First Avenue. Accredited members of the media will enter the complex via the 46th Street gate, proceed to the Rose Garden via the stairs by the large flag pole and enter the building to be screened at the first basement level next to the garden glass doors. All members of the media proceeding to the various restricted areas will be escorted by members of the Media Accreditation and Liaison Unit. The vehicular entry and screening point for the complex will be at 48th Street and Franklin D. Roosevelt Drive.

Vehicle security checks

30. All vehicles entering the garage will be subject to search. Significant delays can be expected. Items inside the vehicle should be kept to a minimum in order to expedite security clearance.

Access to restricted areas

31. Essential staff members and affiliates who are performing specific duties within the General Assembly Hall from 24 to 26 June 2009 must be in possession of a valid United Nations grounds pass and an "all-area" sixty-third session of the General Assembly secondary access card.

32. A limited number of non-governmental organizations will be authorized to attend the plenary meetings of the Conference from the 4th floor balcony gallery. Access will require a valid United Nations grounds pass with a corresponding meeting ticket issued by the Security and Safety Service and distributed by the Non-governmental Liaison Office. Non-governmental organizations will be allotted 50 of the 333 seats in the balcony area.

33. The press corps will receive 53 seats in the 4th floor balcony gallery and the remaining 230 seats will be distributed to the guests of delegations who will be speaking during that particular meeting.

34. Grounds passes for all delegations (Member States, Observers, intergovernmental organizations and specialized agencies) will be processed at the Pass and Identification Office, located at the UNITAR Building, at 45th Street and First Avenue, once they have been authorized by the Protocol and Liaison Service. For grounds passes for national security officers accompanying VIPs, please contact Captain William Ball, Security and Safety Service, tel: 212 963 7531 (see annex II for a sample request for grounds pass for security staff).

35. Any questions regarding security should be directed to Captain Mark Hoffman, Officer-in-Charge, Security Event Planning Unit (tel: 212 963 7028). The Joint Law Enforcement Command Centre will be located near the Delegates' Entrance, south side (tel: 212 963 0368/0369).

36. Bilateral booths will be provided on the second and third balconies of the General Assembly Hall. Access to these areas via the Visitors' Lobby will be by delegation pass only.

VI. Arrangements for bilateral meetings

Facilities

37. For bilateral meetings among Member States, a limited number of suitably appointed temporary booths, each able to hold a maximum of eight participants, will be available on the second and third balconies of the General Assembly Hall (for contact information, see section XI).

Reservation system

38. A reservation system accessible to all Permanent and Observer Missions has been established through eMeets (emeets.un.org) to provide equitable and efficient use of the facilities. The electronic request should specify the date and time of the meeting and should include the name of the other delegation participating in the meeting. Delegations unable to access the eMeets reservation system may send requests using the bilateral room reservation (attached at annex III) to Ms. Quanjuan Zhang by fax to 212 963 9284 or e-mail at zhang9@un.org. Ms. Zhang may also be reached at tel: 917 367 5832. Venues for photograph opportunities in connection with bilateral meetings will be available close to the temporary meeting rooms (for more details on arranging photograph opportunities, see section VII).

39. Electronic acknowledgement of receipt of each request will be sent shortly after submission. Confirmation of room assignments will be provided on the prior to the meeting. Depending on the programme, every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

VII. Media arrangements and services

40. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the Conference without additional accreditation. All others will be asked to submit, in advance of the Conference, an online media registration form, which is available at http://www.un.org/media/accreditation/form/myform.asp. Please note that all members of the media applying for accreditation online will receive an e-mail notification as to the status of their application. In addition, all members of the media submitting a registration form will be required to submit a letter of assignment from their Bureau Chief or Editor-in-Chief addressed to the Media Accreditation and Liaison Unit and faxed to 212 963 4642. Two pieces of identification bearing a photograph (such as passport, national press credential, police press pass, driver's licence or state identification card) are also required.

Other credentials, such as by-lined articles, may be requested. Criteria for media accreditation are available at www.un.org/media/accreditation.

41. Details regarding accreditation requirements, media access to the United Nations Secretariat, liaison services for coverage of open and bilateral meetings, press conferences and briefings are available at www.un.org/media/accreditation.

42. All members of the media corps accompanying Heads of State and Government or heads of delegations must submit a letter of assignment from their Bureau Chief or Editor-in-Chief, attached to an official letter from the Permanent Mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to:

Gary Fowlie, Chief, Media Liaison and Accreditation Unit
Department of Public Information
Room S-250, United Nations
Fax: 212 963 4642

43. Members of the media accompanying Heads of State and Government or heads of delegations must present themselves to the Media Accreditation Office, where they will have their photograph taken and be issued a United Nations grounds pass upon presentation of a national passport and valid photograph identification.

Location and work hours of the Media Accreditation Office

44. The Media Accreditation Office is situated in room 100 of the UNITAR Building, 801 First Avenue (located on the north-west corner of 45th Street and First Avenue).

45. The hours of operation for the days immediately before and during the Conference will be as follows:

Saturday, 20 June	11.00 to 16.00 hours
Sunday, 21 June	11.00 to 16.00 hours
Monday, 22 June	08.00 to 18.00 hours
Tuesday, 23 June	08.00 to 19.00 hours
Wednesday, 24 June	08.00 to 18.00 hours

46. As of Thursday, 25 June 2009, all pass and identification operations will resume regular working hours, which are 09.00 to 16.00 hours.

47. For security reasons, all media representatives will be required to wear both their United Nations grounds pass and national press identification at all times.

Entry and screening procedures

48. All media representatives will be required to present a valid United Nations grounds pass to the United Nations Security Officers at the gate. The designated press entrance is at 47th Street and First Avenue.

49. Media representatives are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed should First Avenue be closed for motorcades.

Media centre and other facilities

50. The facilities in the media workspace area (on the third floor of the Secretariat Building) include television monitors, telephones, audio outlets and wireless Internet. This location will also be equipped with electrical outlets and a television monitor showing the proceedings in the General Assembly Hall.

51. The United Nations will establish a media overflow/working area for local and visiting media in Conference Room 1 on level 1-B, which will provide video projection and audio distribution of United Nations Television programme outputs.

United Nations audio-visual materials

52. United Nations photographs will be available at http://photo.un.org. Digital photographs are available as soon as the images are acquired and processed. Please direct all photograph inquiries and requests to the United Nations Photograph Library (e-mail: photolibr@un.org; room S-805L; tel: 212 963 6927/0034; fax: 212 963 1658/3430).

53. United Nations Television will be providing live pool coverage of all the Conference plenary meetings and round tables as well as official press briefings and playbacks of photo opportunities with the Secretary-General. United Nations Television live pool coverage will be available through Ascent Media/Waterfront and The Switch. For information on the exact coordinates, contact United Nations Television (room CB-56; tel: 212 963 7650; fax: 212 963 3860). A detailed schedule of live and playback coverage will be made available to broadcast clients in advance.

54. Videotapes of speeches will be available for a fee in NTSC DVD and NTSC Betacam SP. Videotape orders requested in advance will generally be available on the day the statement is delivered. Videotapes of past coverage will be available as soon as possible. B-roll video material on selected topics is also available on NTSC Betacam. To request a videotape, contact the United Nations Video Library (room 2B-66 (second basement); tel: 212 963 1561/0656; fax: 212 963 3860/4501; e-mail: gonzalezm@un.org and teza@un.org (please direct requests to both e-mail addresses to ensure prompt attention).

55. Digital audio files of the coverage proceedings will be available from www.multimedia.org/radio/library as soon as the statements are delivered. For information and requests, contact the United Nations Audio Library (located on the first basement concourse, level 1-B, in room GA-27; tel: 212 963 9272/9268/9269/7662; fax: 212 963 3860). Audio is normally available in the original language in which the statements were delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities. Delegations may request one CD of each statement free of charge if they do not have access to the Internet. Additional copies, back orders and other special requests are subject to charges and are handled by the Sound Recording Unit (room GA-13 C; tel: 212 963 7658).

56. Limited radio studio facilities will be provided to delegates and accredited journalists. For radio studio facilities, contact United Nations Radio by e-mail: chia-rubin@un.org, marchione-novoa@un.org and martinich@un.org (please direct requests to all three e-mail addresses to ensure prompt attention).

Internet

57. The United Nations website, through a dedicated portal web page (www.un.org/ga/econcrisissummit), will provide coverage of the Conference in the six official languages, including background information, press releases, news stories, documents, photographs and access to radio programmes, webcast videos and statements.

58. The United Nations Webcast service will provide daily live and on-demand webcast coverage of the Conference through the main United Nations webcast website at http://www.un.org/webcast. The coverage will include all plenary meetings, round tables and press conferences. The meetings will be covered live in English and the original language of the speaker. Queries should be directed to the United Nations webcast office at tel: 212 963 6733.

Pool coverage

59. Nearly all visual media coverage will be done by selected media pools because of logistical and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photograph agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

60. The official media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. Media accompanying Heads of State and Government will be able to cover all activities of their delegation, if approved by their delegations.

61. Official photographers and television crews will have an opportunity to cover the speech of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the meeting rooms. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during speeches. These operations will be coordinated by the liaison officer(s) accompanying the media.

Tickets to the press gallery in the General Assembly Hall

62. There are a limited number of tickets available for media representatives for the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor of the General Assembly Building will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

Copies of speeches for the press

63. Delegations wishing to make available the text of the speech by their Head of State or Government or head of delegation are asked to bring 50 copies to the media overflow/working area in Conference Room 1 (located in the first basement (1-B)) and an additional 50 copies to the Media Documents Counter, room S-394, in the third floor press area (tel: 212 963 2479/7166). No photocopying facilities will be available for this purpose.

United Nations press release coverage

64. The Department of Public Information will provide press release coverage in English and French of the plenary meetings and the four interactive round tables of the Conference, as well as summaries of press briefings and events. Press releases may be obtained from the media overflow/working area or the Media Documents Counter in the third floor press area or the United Nations website: (www.un.org/apps/pressreleases). Further queries on press releases should be directed to the Meetings Coverage Section (tel: 212 963 7211 (English); 212 963 7191 (French)).

Background material and other queries

65. Media materials on the Conference can be found on the Conference website (www.un.org/ga/econcrisissummit). The site will also provide background materials and the overall programme for the Conference.

66. For additional information, suggestions for possible interviews and other related assistance, participants may contact the Office of the President of the Sixty-third Session of the General Assembly, Enrique Yeves, Spokesperson, (yeves@un.org, tel: 212 963 1256) or Paul Hoeffel, Communications Adviser (hoeffel@un.org, tel: 212 963 4517).

Briefings and news conferences

67. Daily noon briefings will be held for journalists in room S-226. All news conferences will be held in room S-226 unless otherwise noted. As media events are subject to change, so journalists should consult the daily media alert, which is updated regularly and available at http://www.un.org/media/accreditation/mediaalert.asp. An updated schedule of press conferences is also available at http://www.un.org/news/ossg/conf.htm. Delegations can book press conferences by calling the Office of the Spokesperson of the Secretary-General (tel: 212 963 7707/7160/7161).

Coverage of bilateral meetings

68. Photograph opportunities will be available for bilateral meetings that are open for coverage, when designated as such by the press attachés of the respective Member State. Media representatives covering such meetings will be informed of opportunities by the appropriate mission press attaché. It will be the responsibility of the press attachés to inform the Media Accreditation and Liaison Unit of such opportunities and the media will then be assisted by a liaison officer.

VIII. Medical services

69. The United Nations Medical Services Division operates a walk-in clinic from 9 a.m. to 5 p.m. A nurse is on duty from 8.30 a.m. to 5.30 p.m. The clinic is located on the fifth floor of the Secretariat Building.

70. Physicians travelling with Heads of State or Government may contact the Head Nurse if they have special needs or if they need to view the facilities available at the Medical Service (Head Nurse: Neomy Mantin; tel: 917 367 3627).

IX. Host country liaison

71. Arrival and departure requests during the Conference should be directed to:

Jason Lang
Adviser
United States Mission to the United Nations
Tel: 212 415 4453
Fax: 212 415 4162

or

Yvette D. Brown
Adviser
United States Mission to the United Nations
Tel: 212 415 4037
Fax: 212 415 4162

72. Visa-related matters during the Conference should be directed to:

David Shapiro
Counsellor
United States Mission to the United Nations
Tel: 212 415 4142
Fax: 212 415 4162

73. Other matters related to the host country during the Conference should be directed to:

Russell F. Graham
Minister Counsellor
United States Mission to the United Nations
Tel: 212 415 4330
Fax: 212 415 4162

74. After regular business hours, or in the event of an emergency, the United States Mission should be contacted at 212 415 4000, requesting the Host Country duty officer.

75. Forms for arrival and departure requests can be found on the website of the United States Mission at http://www.usunnewyork.usmission.gov/Issues/hc.html.

76. When requesting arrival courtesies, forms should be submitted 24 hours (1 business day) in advance of the arrival. Forms for departure must be submitted 72 hours (3 business days) in advance of the departure.

X. Additional information and briefing sessions

77. If the need arises to update or expand the information contained in the present note, additional information may be disseminated.

78. In the lead-up to the Conference, the following correspondence will be issued:

(a) Notes verbales from the Protocol and Liaison Service on protocol arrangements and arrivals of Heads of State and Government;

(b) Note verbale on bilateral meeting arrangements.

XI. Focal points for arrangements related to the high-level plenary meetings

General Assembly Affairs:	Ion Botnaru, tel: 212 963 2336
Meetings Management Section:	Mildred Fernandes, tel: 212 963 6541, fax: 212 963 7405
Facilities for bilateral meetings:	Joan Quanjuan Zhang, tel: 917 367 5832, fax: 212 963 9284
Protocol:	Desmond Parker, tel: 212 963 7179, fax: 212 963 1921
Delegation accreditation and access:	Wai Tak Chua, tel: 212 963 7181, fax: 212 963 1921
Security:	William Ball, tel: 212 963 7531, fax: 212 963 1833
	Mark Hoffman, tel: 212 963 7028, fax: 212 963 0316
Media:	Gary Fowlie, tel: 212 963 6934, fax: 212 963 4642

Annex I

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

REGISTRATION OF MEMBERS OF DELEGATIONS
TO THE CONFERENCE ON THE WORLD FINANCIAL AND ECONOMIC CRISIS
AND ITS IMPACT ON DEVELOPMENT
24-26 June 2009 — New York

_____ requests the United Nations Protocol and Liaison Service
Permanent/Observer Mission - Observer Office - specialized agency

to issue a grounds pass to _____

Delegate's date and port of entry in the U.S.: (d/m/y) _____

Departure date: (d/m/y) _____

Functional title and affiliation: _____

SIGNATURE _____

NAME (please type/print) _____
Head of Chancery/Administrative Officer

_____
OFFICIAL SEAL

New York _____
(day/month/year)

APPLICATION FOR UNITED NATIONS BUILDING PASS

NAME	COUNTRY/ORG
MEETING CONFERENCE ON THE WORLD FINANCIAL & ECONOMIC CRISIS & ITS IMPACT ON DEVELOPMENT, 24-26 June 2009	

In the capacity of:

Head of Del. ☐	Rep. ☐	Alt. Rep. ☐	Adviser ☐	Expert ☐	Interpreter ☐	Spouse ☐	**Staff ☐

FOR PROTOCOL USE ONLY

Date Authorized: 24-26 June 2009

Signature: _____
(Approving Officer)

Code: GD ☐ DE ☐ AD ☐ PS ☐ PC ☐ OS ☐ OC ☐

**Attach copy of valid passport/visa, alien registration card or U.S. birth certificate.

SG.6/B (5-09)

Annex II

UNITED NATIONS NATIONS UNIES

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security Staff

Issuance_____ Renewal_____ Duplicate_____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____

Official seal Date Authorized signature

_____

Print name

(To be completed by the Special Services Unit)

Code/Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (Must be presented at the Pass and Identification Unit) _____

Annex III

United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

BILATERAL ROOM RESERVATION FORM
Conference on the World Financial and Economic Crisis and Its Impact on Development
24 to 26 June 2009

MISSION:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

DATE OF MEETING	TIME		Meeting with DELEGATION of:	LEVEL
	From	To		

N.B.: Each meeting room accommodates a maximum of eight persons. Twenty minutes are allotted per bilateral meeting, with ten minutes between meetings. Please indicate starting and ending times. Please also indicate the delegation with which you are meeting as well as the level of the meeting, whether Head of State, Head of Government, ministerial or other. Requests should be submitted at the latest by 6 p.m., one day before the meeting. Please fax the completed form to 212 963 9284, Bilateral Coordinator, Meetings Servicing Unit, Department for General Assembly and Conference Management (tel: 917 367 5832).